



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

MICHAEL R. DEVOS
EXECUTIVE DIRECTOR

January 23, 2006

TO: Owners & Management Agents of Tax Credit Properties
FROM: Sherri Davio, Compliance Manager
SUBJECT: 2005 Year End Reporting

The annual compliance certifications for LIHTC developments (all developments with tax credits including, but not limited to MSHDA Direct Lending, Section 8, Section 236, and RHS) must be received by MSHDA no later than Thursday, February 23, 2006.

The following is a list of forms that must be completed to fulfill the annual compliance certification requirements for the Compliance Year Ended (CYE) 12-31-2005. The documents listed below can be downloaded from MSHDA's web site at www.michigan.gov/mshda. (Click on "Landlords", tab on the left side, then "Compliance for Rental Housing", then "Forms", then "Year End Reports".)

NO CREDITS CLAIMED OR WILL BE CLAIMED AS OF 12/31/05

If tax credits have not yet been claimed and will not be claimed for 2005, the owner must submit only the First Year Credit Statement form indicating that credits will not be claimed for 2005.

PROPERTIES THAT HAVE CLAIMED CREDIT FOR 2005 AND/OR PRIOR YEARS

If tax credits have been claimed in prior years or are being claimed for 2005, the owner must submit the following forms.

- Owner Certification (Revised December 2005) – This form was revised to include a question regarding "good cause evictions". If for any reason the revised form was not used, a supplemental form has been created and posted on MSHDA's web site.
- Utility Allowance Documentation form

FIRST YEAR CREDIT CLAIMED FOR 2004 OR 2005

The following additional forms must be submitted if credit was claimed for 2004 or will be claimed for 2005.

- First Year Credit Statement
- Common Area Unit Designation Statement
- First Year's IRS Forms 8609 (**with Part II completed, signed, and dated**)

TENANT DATA COLLECTION

- All tenant data must be submitted via MSHDA's on-line data collection system, MITAS.

All forms outlined above must be submitted to MSHDA, Compliance Monitoring at 735 E Michigan Ave, P.O. Box 30044, Lansing, MI 48909 to the attention of Cassandra Brown and received no later than Thursday, February 23, 2006.

If you are unable to access MSHDA's forms, on-line system for data collection, or have any other questions regarding the year-end reporting requirements, please contact Cassandra Brown at browncas@michigan.gov.